

## TREASURY BOARD DIRECTIVE

**TO:** MINISTERS  
DEPUTY MINISTERS  
EXECUTIVE FINANCIAL OFFICERS  
SENIOR FINANCIAL OFFICERS

**DIRECTIVE:** 5/04

**SUBJECT:** Approvals required by Treasury Board administrative policies.

**AUTHORITY:** This directive is issued pursuant to sections 4, 23, 25 and 27 of the *Financial Administration Act*.

**APPLICATION:** This directive applies to all ministries, offices and appropriations as defined in the *Financial Administration Act*.

**POLICY:** The approval requirements in Appendix A for the categories set out in that appendix replace the previous requirements for Treasury Board and Secretary/Deputy Secretary to Treasury Board approval applicable to those categories.

**REPEAL OF EXISTING POLICIES:** Treasury Board Directive 1/02

**EFFECTIVE DATE:** Effective on date of signature below.

Original signed by

Gary Collins  
Chair

February 4, 2004

Date

Attachment

**APPENDIX A**

<b>Category</b> (with <a href="#">Core Policy Manual</a> Reference)		<b>Revised Policy</b>	
		<b>Treasury Board Approval Required</b>	<b>Secretary/Deputy Secretary Approval Required</b>
18.3.1	Accommodation*	No	No
	Building Leases	No	No
18.3.8	Advertising and Publications	No	No
18.3.2	Agreements with other Governments	New agreements over \$2 million or no set limit	No
5.3	Capital Expenditures (Consolidated Capital Plan) - See TBD 1/03	For annual plans and if project exceeds estimate by lesser of 10% or \$1 million	No
4.3.14	Transfer Payment (formerly Discretionary Grants and Contributions)	No	No
6.3.5	Information and Technology Management*	No	No
	Micrographic Services and Equipment*	No	No
6.3	Machinery, Equipment, Land, Buildings and Works - Operating	No	No
	Machinery, Equipment, Land, Buildings and Works - Capital*	No	No
6.3.2	Service Contracts	No	No
N/A	Staffing Limits	No	No
11.3	Vehicle Management	Policy requirements	No
N/A	New Program Proposals, see TBD 2/96	All	No
N/A	Special Operating Agencies (SOA)	To obtain SOA status and for Annual Business Plan	No
N/A	Reallocation of Funds Between Sub-Votes (TBS 200s) - Operating	No	No
	Reallocation of Funds Between CRF Capital Categories	No	No
4.3.15	Payments Based on Contributions (Section 25 Accounts)	No	No
7.3.12	Revenue Management	For write-offs of debts greater than \$100,000	No

\*Note: Categories marked with \* will be controlled through the CRF capital budget process.